



## **Vibrant Community Initiative Pre-Application Instructions**

***Pre-Application Due: October 14, 2016***

***Full Application Due: TBD (tentatively February 2017)***

PLEASE DIRECT ANY PROGRAM/ APPLICATION QUESTIONS TO:  
LYNDSI AUSTIN AT (804) 371-7122 ([lyndsi.austin@dhcd.virginia.gov](mailto:lyndsi.austin@dhcd.virginia.gov))

PLEASE DIRECT ANY CAMS QUESTIONS TO:  
CAMS HELP DESK AT ([CamsHelp@dhcd.virginia.gov](mailto:CamsHelp@dhcd.virginia.gov))

## **Application Submission**

Vibrant Community Initiative (VCI) pre-applications must be submitted through DHCD's [Centralized Application and Management System](#) (CAMS). Applicants should carefully follow all instructions for submission. Pre-applications submitted with incorrect or missing information will be reviewed "as is."

An applicant organization must have a registered CAMS organizational profile in order to apply for VCI funding. Once an organization has an approved profile, individual users may be given access to CAMS by the organization's profile manager.

Applicants may submit applications at any time prior to the deadline. DHCD will only review pre-applications submitted in CAMS prior to the established deadline.

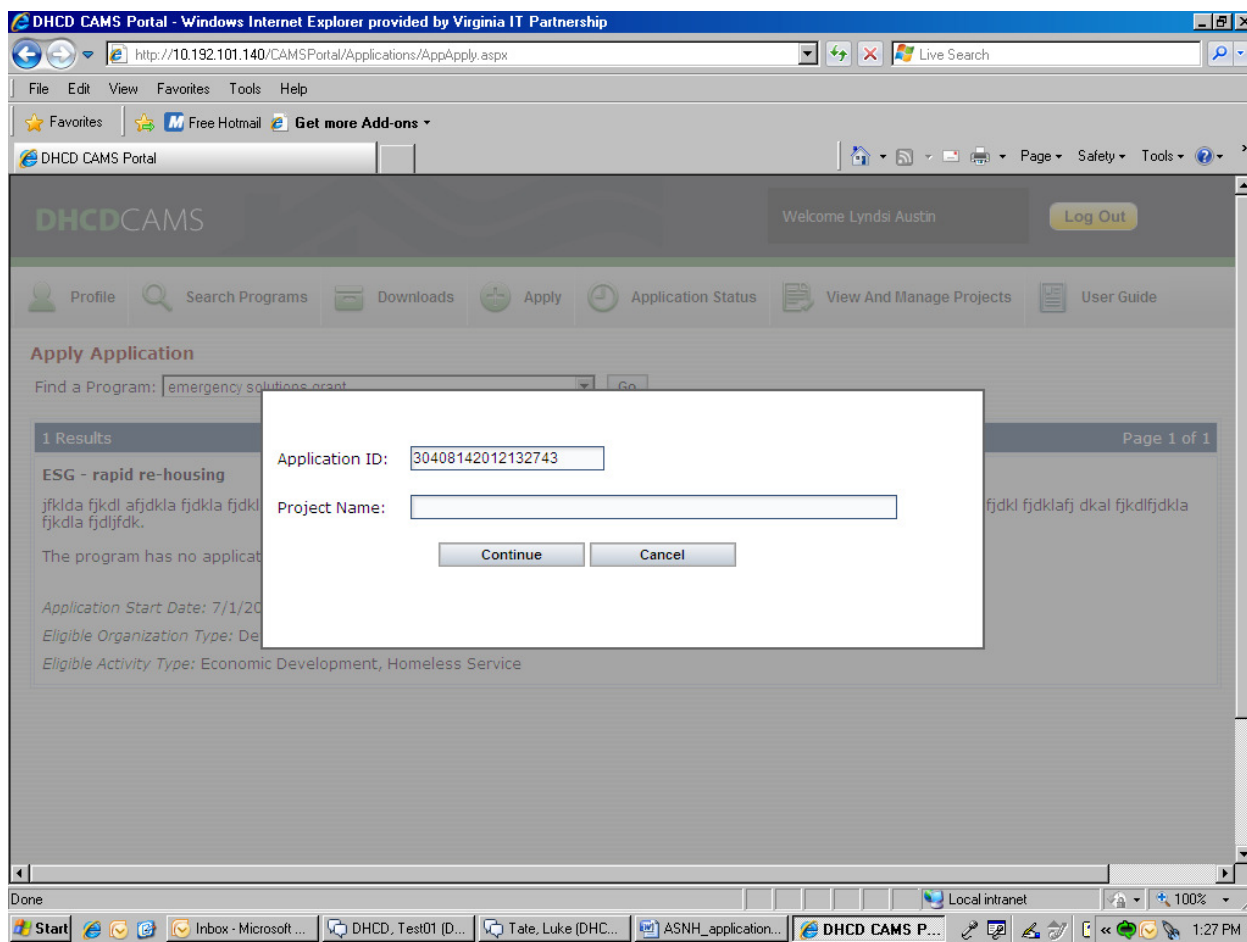
CAMS will send the applicant an email notification when a pre-application has been submitted and received.

All work in CAMS should be frequently saved. Please note that Chrome is the recommended browser.

## **Project Information**

The applicant must login to CAMS and select the VCI pre-application and apply. When the applicant clicks on [Apply](#) the system will ask for a [Project Name](#). Please be careful to enter a project name that will help DHCD identify your project. The name of the development or the street where the project is located would be appropriate project names. Once the applicant hits [Continue](#) the project name cannot be edited. At this point CAMS will give the application a system-generated [Application ID](#) number.

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Select Continue and CAMS will take the applicant to the Project Information tab. On the project information tab the Organization Name will be pre-populated based on the organization's profile. Please note, any errors or needed updates to the organizational profile must be made by the individual who is set up as a profile manager for your organization.

On the project information tab the applicant must enter the Project Primary Contact information. This is the name of the individual DHCD should contact with questions about the project and their contact information.

Place of Primary Performance is where that project will be located and the Primary Service Area is the locality (ies) (one or more) that the project is intended to target.

Please note that at this point the page will display a 'Print' option at the top right-hand corner. The 'Print' function will produce a PDF that can be printed or saved. This will have any information that you have entered and saved in the application.

*Tip: To print an application that will display all the questions simply go into the "Narrative Information" tab and enter NA into each text box. This will allow you to have*

a copy of the application including all the narrative questions to work from outside of CAMS.

**DHCD CAMS** Welcome Lyndsi Austin [Log Out](#)

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**Application Submission** [Print](#)

Application ID: 34305292012094938 Project Name: HPP Test kld 5/29 Program Name: HPP  
 Application Start Date: 05/01/2012 Application End Date: 07/31/2012

**Project Information** **Project Budget** **Narrative Information** **Attachments** **Additional Information**

**Project Information** You must click the "Save" button below to save the info you enter in the page!

Organization Name\*:

**Project Primary Contact** ?

First Name\*:  Last Name\*:   
 Title\*:  Email\*:   
 Work Phone\*:  -  -

**Place of Primary Performance** ?

Address\*:  Zip Code\*:  -  [Whats my +4?](#)  
 City/County\*:

**Primary Service Area** \* ?

Please select ALL localities that will be in your project's primary service area. Only one County, City or Town must be selected to save this page. Select the Add/Edit link to make changes. Selections will display below the County, City and Town sections. When selecting a County, it is not necessary to also select a Town that lies within that county. Consult the application information for this program for additional information.

County: [Add/Edit County](#) No County Selected. City: [Add/Edit City](#) No City Selected. Town: [Add/Edit Town](#) No Town Selected.

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## Project Budget

The next tab Project Budget requires some basic budget information. Please note for VCI this information corresponds to the requested amount and activity type. Please enter the amount of requested VCI funds in the DHCD Request box and the remaining development costs (your project leverage resources) in the Other Funding text box. The applicant will be required to submit a full development budget (underwriting template) as an attachment to the application.

## Vibrant Community Initiative Application Instructions

**Budget Instruction:**  
Budget narrative: please explain in the narrative section of this application the amount of funding requested and total estimated costs and sources for each budget category.

Cost/Activity Category	DHCD Request	Other Funding	Total
<input type="checkbox"/> Rental New Construction	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Rental Rehabilitation	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Homebuyer	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Down Payment and Closing Costs Assistance	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Homeowner	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Economic Development	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Community Facilities/Services	\$0.00	\$0.00	\$0.00
<input type="checkbox"/> Infrastructure	\$0.00	\$0.00	\$0.00
<b>TOTAL</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

### Narrative Information

The applicant will then go to the narrative questions. Please note there are size limits to the text boxes. DHCD suggests that applicants work in Word and copy and paste into the CAMS text boxes. Word allows an applicant to spell check and check the size of the text prior to copying and saving in the text box. Once the narrative information is complete applicants should print the questions by clicking the Print tab at the top of the page and review them for completeness and accuracy. The applicant is able to edit this information up until the time the application is submitted for review.

Please note that the CAMS text box in this section will only accommodate text responses. Graphic, tables, charts **should not** be pasted into the narrative section; instead, include the information in a separate attachment. The applicant may use the CAMS attachment section to provide any additional information not accommodated in the narrative text boxes.

☐ Provide supportive housing options for persons with disabilities  
☐ -Assure integrated community housing for persons with disabilities that aid the state's response to the Department of Justice Settlement  
☐ -Other – Clearly state the housing policy this project will impact

*This response should explain how the proposed project will address one of the identified state priority housing policies. Direct impact on a priority housing policy is a key factor in the evaluation.*

☐ Local Priorities. Describe how this project fits in with local and regional priorities, including how this project was identified, how it aligns with local comprehensive plans, and how the project is supported by the community.  
 Describe and document the local housing need, demand and target population that this project will address.

☐ *This response should provide specific information on the housing needs, demand and target population that this project will address. The response should describe the type of need that will be met and quantify the level of need. The targeted population should be clearly described and their need for this type of housing should be quantified. Cite marketing studies and other documentation if available. Please attach a copy of any demand studies, marketing plans, and other relevant documentation demonstrating the need and demand associated with this project. For homeownership projects, be sure to include documentation demonstrating a pool of qualified and interested homebuyers. A list of pre-qualified candidates is recommended.*

Explain how the project will address the identified state priority housing policies.

Project Information

Project Budget

Narrative Information

Attachments

Additional Information

**Please answer following questions:**

Provide a summary of the project, including location, intended beneficiaries and outcomes, and why this project is a priority for the community. Include characteristics that are important to understand the proposed project, such as physical features, land use patterns, demographics, proposed activities including those that will be funded with other resources, but that are integrally related to the Trust Fund activities. Delineate which activities are proposed for Trust Fund funding and which activities will be funded with other resources.

Which of the state housing priorities will this project impact? Describe how the proposed project activities will impact this housing policy. Quantify where possible.

State housing priorities include:

- Reduce the cost of homeownership
- Reduce the costs of rental housing targeted at very low-income households
- Expand permanent housing for households experiencing homelessness
- Provide supportive housing options for persons with disabilities
- Assure integrated community housing for persons with disabilities that aid the state's response to the Department of Justice Settlement
- Other – Clearly state the housing policy this project will impact

*This response should explain how the proposed project will address one of the identified state priority housing policies. Direct impact on a priority housing policy is a key factor in the evaluation.*

☐ Project Costs. Describe how project costs were determined—entity that derived costs, when, methodology. What assurances can be made to ensure the project is sized and scaled appropriately? Has any value-engineering been completed to explore cost savings?  
 Please list each entity involved in the project and describe the role they will play in project implementation and the experience they have in performing that role in other projects.

☐ Each entity involved in the project should be listed along with the role they will have in the proposed project, such as owner, developer, property manager, service provider etc. Outline the experience each entity has in carrying out such a role in other projects. Rental projects are expected to function over 20 years and the involved entities must have the capacity to fulfill their responsibilities for this timeframe.

Next

Preview

Save

1. Provide an overview of the proposed project and what will be accomplished. Include a description of the community and project location.
2. Describe the comprehensive project and all related project components and activities. This should include details on any affordable housing components targeting low-income and/or special needs populations.
3. Budget narrative: please explain the amount of funding requested and total estimated costs and sources for each budget category. Make sure you include a list of all anticipate resources and the current status of each.
4. Please tell us how VCI funding would be used in the proposed project.



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5. Describe the local need (s) this project will address. How was this need identified (survey, market study, needs assessment) and determined to be a priority?
6. Describe the local planning process that resulted in this project. Who was involved? How did this project evolve? How were stakeholders informed and involved?
7. What is the current status of the project and related project components? Be sure to note status of related properties, zoning, regulatory requirements, user agreements, beneficiary participation agreements, etc... and identify any challenges.
8. Identify the development team members and their roles? Please include team member's experience with similar projects. Include a list of completed projects.
9. Describe the project management plan for this project. Who will be involved and what role will they play in planning, coordination, and implementation of the project?

### **Attachments**

There are a number of attachments required for the VCI pre-application. All attachments are listed on the attachment tab.

These attachments do not require DHCD templates. In all cases the applicant would simply upload an electronic version of the document under the appropriate attachment.

Please see the [CAMS User Guide](#) for more detailed instructions (file types and size limits).

## Vibrant Community Initiative Application Instructions

Required application attachments include the following:


<b>Application Attachments</b>	
<b><i>Name of Attachment</i></b>	<b><i>Requirement</i></b>
<u>Key Partner Financials</u>	Please not applicant must upload their audit under the organization's CAMS profile. Financials for all other key partners must be uploaded as an attachment on the pre-application.
<u>Property Status and Location Documentation</u>	Applicant documentation to include map/directions; legal description; topography; utility documentation; and documentation that the project is a part of a larger revitalization project (if applicable) –required for all projects
<u>Market /Demand Study or Needs Analysis</u>	Applicant document. Required.
<u>Other Funding/Resources Documentation</u>	Applicant documentation to include funding commitments; documentation of rent assistance or service agreements or any other key partnership related to the project –required for all projects
<u>Timeline*</u>	Required for all projects. Applicants must provide an overall timeline for the comprehensive project and individual timelines for project components (e.g., homeowner rehabilitation of a specific neighborhood). The applicant may use a format of their choice for the overall timeline but should use the DHCD timeline template for the individual components.
<u>Partner Commitment Documentation</u>	Applicant documentation to include letters from service providers and other partners that will be responsible for aspects of the project.
<u>Project Plans</u>	Site plans, floor plans, renderings, architectural drawings.
<u>Optional Attachments</u>	Applicant additional attachments

\*DHCD provided template

In some cases CAMS will provide for only one attachment, such as Other Funding Documentation. This will require that the applicant save multiple sources of documentation as one document/file to upload.



## Vibrant Community Initiative Application Instructions



**VIRGINIA DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT**  
*Partners for Better Communities*

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Lyndsi Austin

**Application Setup**

Select a Program: Housing Trust Fund (HTF) 2015 - 2017 and Subprogram: Competitive Loan Program [To Subprogram](#)

**Project and Budget Info** | **Narrative Information** | **Attachments**

Enter Required

Title 1: Underwriting

Title 2: Property

Title 3: Marketing

Title 4: Other

Title 5: Applicant

Title 6: Timeline

Title 7: Partner

Title 8: Additional

Title 9:

Title 10:

Title 11:

Title 12:

Title 13:

Title 14:

Title 15:

Title 16:

Title 17:

Title 18:

Title 19:

Title 20:

**Project Information** | **Project Budget** | **Narrative Information** | **Attachments** | **Additional Information**

**According to the program requirement, you must submit/upload following required documents:**

Underwriting Template (required)  
(to get the template file by clicking [HERE](#))

Property Status and Location Documentation (required)

Marketing/Demand Study or Needs Analysis

Other Funding Documentation

Applicant Financials (required)

Timeline (required)  
(to get the template file by clicking [HERE](#))

Partner Commitment Documentation

Additional Attachments

Upload Attachments Instruction:

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## Additional Information

The Additional Information tab allows the applicant to provide additional information not previously requested in the other sections of the application.

The screenshot shows a web browser window displaying the DHCD CAMS Portal. The address bar shows the URL: <http://10.192.101.140/CAMSPortal/Applications/Application.aspx?App=356>. The browser has several tabs open, including 'Free Hotmail' and 'Get more Add-ons'. The page title is 'DHCD CAMS Portal'. The navigation bar includes links for 'Profile', 'Search Programs', 'Downloads', 'Apply', 'Application Status', 'View And Manage Projects', and 'User Guide'. The main content area is titled 'Application Submission' and includes a 'Print' button. Below the title, there is a summary of the application: Application ID: 8805152012161518, Project Name: Test Budget webform kld 5/15/12, Program Name: Urgent Need, Application Start Date: 12/01/2011, and Application End Date: 10/31/2012. The 'Additional Information' tab is selected, showing a text area for comments. The text area is empty, and there is a 'Save' button below it. The footer of the page includes links for 'Contact Us', 'FAQ', and 'DHCD Site', and a copyright notice for 2012 DHCD.

Application Submission [Print](#)

Application ID: 8805152012161518 Project Name: Test Budget webform kld 5/15/12 Program Name: Urgent Need  
Application Start Date: 12/01/2011 Application End Date: 10/31/2012

[Project Information](#) [Project Budget](#) [Narrative Information](#) [Attachments](#) [Additional Information](#)

Enter optional comments regarding your application in the space below:  
**You must click the "Save" button below to save the info you enter in the page!**

[Save](#)

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## Application Status

Applicants may allow multiple users to edit and review application materials. Please note that applicants are fully responsible for controlling security access to CAMS when the application is submitted to DHCD.

Once the applicant begins work on the application CAMS will save the application as Incomplete. The applicant may return repeatedly to CAMS to work on this application. Please be sure all work on the application is saved in CAMS. The application will remain as an incomplete application until the applicant chooses to submit the application. Once the application is submitted the status will change from Incomplete to Pending.

**DHCD Review Process**

Applicants with unresolved findings from previous DHCD monitoring, audit findings or other compliance issues will not be eligible for a funding commitment.

DHCD will conduct reviews of all pre-applications submitted by eligible applicants through CAMS.

Pre-applications selected through the review will be invited to submit a full application for VCI funding.